

City of Burns Job Announcement

Public Works Director

Title: Public Works Director
Salary: \$64,000 - \$72,000 (DOQ), plus excellent benefits
Status: Full-time Salaried Exempt

Opens: June 26, 2023,
Closes: Open Until Filled (review is tentatively scheduled to begin on July 10, 2023)

The City of Burns is seeking a public works director to manage and supervise all Public Works Department functions and operations, including water/wastewater facilities, streets, storm drainage, parks, facilities, and fleet maintenance. The director's duties include planning, organizing, and coordinating staffing and budgeting for all department activities. The director must maintain open communication with elected officials, staff, regulatory agencies, customers, and the public. The director works under the general direction of the city manager.

Minimum high school diploma or GED required and five years of relevant experience, including a minimum of two years of supervisory experience, or any equivalent combination of experience and training which demonstrates the knowledge, skills, and abilities to satisfactorily perform the director's duties and responsibilities. Preference may be given to applicants with advanced education, experience, and/or training in engineering, administration, and/or public works certifications. A valid Oregon driver's license and a CDL are required. Wastewater Treatment I, Collection II, and Water Distribution System Operator II certification are required to be achieved in accordance with DEQ and DWS requirements based on hours and testing.

Equal Opportunity Employer

The City is an Equal Opportunity Employer. The City considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, sexual orientation, and/or any other legally protected status. The City is a drug-free workplace. Individuals who require an accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.

The job description, employment application, and veteran's preference form may be obtained in person at 242 S. Broadway, Burns, Oregon 97720, via email at jerwin@cityofburnsor.gov, or at the City's HR department at mclemens@cityofburnsor.gov. Please contact HR Manager Mindy Clemens if you have any questions regarding the position or application process.